Regional Emergency Support Function #1
Transportation

Regional Coordinating Organizations
  Metropolitan Washington Council of Governments/National Capital Region
  Transportation Planning Board

Federal Government Transportation Organizations
  U.S. Department of Transportation

Transportation Operating Agencies
  District of Columbia
    District Department of Transportation

  State of Maryland
    Maryland Department of Transportation
        State Highway Administration
        Maryland Aviation Administration (MAA)—see entry under "Airports" below
        Maryland Transit Administration (MTA)—see entry under "Maryland Transit Services" below
        Maryland Port Administration
        Maryland Transportation Authority (MdTA)
        Motor Vehicle Administration
    Maryland Local Jurisdictions
    Maryland Transit Services
        Maryland Transit Administration—administered by MDOT
        Maryland Area Rail Commuter—administered by MDOT/MTA
        Maryland Local Bus Transit Providers
            Frederick County—TransIT Services of Frederick County
            City of Laurel—Connect-a-Ride
            Montgomery County—Ride On
            Prince George's County—The BUS

  Commonwealth of Virginia
    Virginia Department of Transportation
    Virginia Local Jurisdictions
    Virginia Transit Services
        Virginia Department of Rail and Public Transportation
        Virginia Railway Express

Northern Virginia Transportation Commission
Potomac and Rappahannock Transportation Commission and
OMNIRIDE
Virginia Local Transit Providers
Arlington County—ART – Arlington Transit
City of Alexandria—DASH
City of Fairfax—CUE Bus System

Fairfax County
Fairfax Connector
RIBS (Reston Internal Bus Service)
Loudoun County—Loudoun County Commuter Bus

Regional Transit Operator
Washington Metropolitan Area Transit Authority

National Park Service
U.S. Park Police
National Capital Directors Office

Airports
Baltimore Washington International (BWI) Airport—administered by MDOT/MAA
Metropolitan Washington Airports Authority

Private Sector and Other Transportation Organizations
Amtrak
Commuter Connections
Commuter Transit Bus Companies
CSX Transportation Inc.
Norfolk Southern
Private and Commercial Bus Services
Trucking & Hauling Associations

Other Organizations
Federal
Office of Personnel Management
Department of Health and Human Services
Military District of Washington
Department of Defense
Federal Emergency Management Agency
General Services Administration
State
District of Columbia Emergency Management Agency
Maryland Emergency Management Agency
Virginia Department of Emergency Management

Public Safety

R-ESF #4—Fire, Technical Rescue, and Hazardous Materials Operations and *R-ESF #13— Law Enforcement* public safety organizations will coordinate and interact with R-ESF #1 on an as needed basis.

Private

Greater Washington Board of Trade (GWBOT)

I.   Introduction

A.   Purpose

The Regional Emergency Support Function (R-ESF) #1—Transportation facilitates communication and coordination among regional jurisdictions and agencies concerning regional transportation issues and activities before, during and after a regional incident or a regional emergency.

B.   Scope

R-ESF #1 focuses on disruptions of the regional transportation system requiring inter-jurisdictional coordination and information sharing. Transportation disruptions can occur as a result of direct impacts upon the transportation infrastructure (e.g., disasters) or from surges in requirements placed upon the transportation system by emergencies in other functional areas, or by a "shelter in place" decision, which would require that all persons take shelter indoors.

An emergency evacuation support plan has been developed as an annex to the RECP. The plan addresses the transportation aspects of moving people out of the regional area and moving required resources into the area. In addition, other evacuation plans have been developed by individual regional jurisdictions.

II.   Policies

A.   R-ESF #1 will not usurp or override the policies of any federal agency, state government, or local government or jurisdiction.

B.   The Metropolitan Washington Council of Governments Board of Directors, supported by the National Capital Region Transportation Planning Board (TPB), will facilitate coordination among member organizations to insure that the R-ESF #1 procedures are maintained and in concert with the stated missions and objectives of the Regional Emergency Coordination Plan (RECP).

C.   COG/TPB and member jurisdictions will work to ensure that individual agency standard operating procedures and R-ESF #1 procedures coincide and are consistent.

D.   Agencies responsible for the transportation infrastructure will coordinate to the greatest extent possible with those federal agencies that may have transportation contingency plans and national security plans, such as the U.S.

Department of Defense (DOD), Office of Personnel Management (OPM), and the U.S. Department of Health and Human Services (DHHS).

E. During a regional incident or a regional emergency, local jurisdictions and transit agencies will use their internal processes to disseminate information provided by the state departments of transportation and WMATA to coordinate and formulate their respective response to transportation emergencies. (For example, MDOT, VDOT, WMATA, the Federal Highway Administration DC Division of USDOT, the Federal Motor Carrier Safety Administration DC Division of USDOT, and COG signed a memorandum of understanding with DDOT for the development and coordination of a transportation emergency preparedness plan and communication system, which obligates the signatories to perform certain duties relating to handling transportation emergencies. These duties include integrating emergency operating centers, developing a data-sharing network, and updating mass evacuation plans.)

F. In each situation, one Level A agency (see IV.B.) will be designated to consolidate information provided by the involved agencies and to provide this information through the RICCS, to the media and real-time public information resources. For example, WMATA has a website that provides important transportation status information to the traveling public on a real-time basis. Level B agencies will also be consulted as necessary, and apprised on public information advisories.

G. Essential elements of information will be reported by a designated agency to R-ESF #5—Information and Planning through the Regional Incident Communication and Coordination System (RICCS) based on the regional emergency.

H. An R-ESF #1 liaison to R-ESF #5 will be provided as necessary.

III. Situation

A. Regional Emergency Condition

A wide range of incidents and emergencies may occur that may adversely impact the transportation infrastructure throughout the region. Such events could be the result of natural disasters, catastrophic system failures, technological events, traffic accidents, or other human causes.

B. Planning Assumptions

1. During such events, the region may experience localized or widespread disruptions to the regional transportation system or infrastructure. Access

to areas of the region will improve as routes are cleared and repaired and as detours or workarounds are provided.

2. Surges in requirements will be placed upon the transportation system by emergencies in other functional areas.

4. Infrastructure damage and communications or power disruptions will inhibit efficient coordination of transportation support during the immediate response and post-disaster period.

5. Transportation disruptions will impact the movement of relief supplies throughout the region. Gradual clearing of access routes and improved communications will permit an increased flow of emergency relief, although localized distribution patterns might remain unusable for a significant period.

IV. Concept of Coordination

A. General

Before, during, and after a regional incident or regional emergency, R-ESF #1 may be convened at the request of participating agencies or other participants in the Regional Emergency Coordination Plan such as Chief Administrative Officers or the Duty Officer at the RICCS center. The supporting regional agencies that comprise R-ESF #1 will coordinate and execute their respective transportation authorities and program responsibilities during the regional emergency. The R-ESF #1 function will establish a capacity to collect, analyze, synthesize, and disseminate information concerning regional transportation-related issues with the RICCS. Participants in R-ESF #1 shall designate an R-ESF #5 liaison to participate in communications with R-ESF #5. In an emergency situation, requests for information about emergency regional transportation issues from R-ESF #5 will be referred for response to the designated R-ESF #5 liaison.

B. Organization

In addition to the overall RECP protocols addressed in R-ESF #5 and the RICCS, the following process will be used to exchange information within R-ESF #1. This organization will be used to coordinate in a fashion similar to those overall contacts in transportation-only events where no other contacts will be made, or to cover transportation-specific gaps in the overall contacts. A two-level chain of communication will be used to coordinate transportation operation decisions by those agencies with operational decision making responsibilities in the event of an emergency involving communications among Level A agencies and Level B agencies.

Interim Incident Communications Process
for the National Capital Area
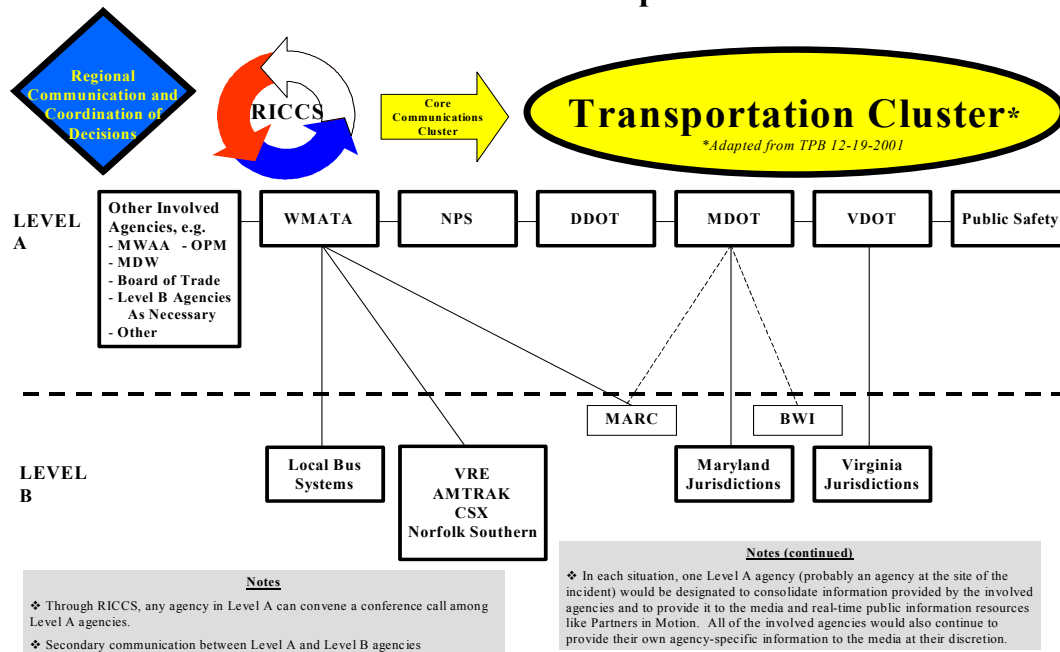
Participants

1. Level A will include representatives from the following agencies:

    USDOT will perform national level administrative and funding roles in regional emergency preparedness.

    MDOT will manage transportation infrastructure in Maryland during an emergency.

    VDOT will manage transportation infrastructure in Virginia during an emergency.

    DDOT will manage transportation infrastructure in the District of Columbia during an emergency.

    The U.S. Park Police and the National Capital Region Director's Office of the NPS will manage the NPS's transportation infrastructure during an emergency.

    WMATA will manage the Metrorail, Metrobus, and other transit services during an emergency.

    OPM, GSA, and FEMA have developed a Federal Emergency Decision and Notification Protocol and will coordinate and communicate the early release of federal employees with regional partners as necessary.

    GWBOT will coordinate communication with and between private-sector organizations on an as needed basis, particularly regarding the early release of private employees.

MDW will communicate changes in transportation facilities because of military action as necessary.

Public safety organizations will coordinate with the region especially in terms of road use for rescue vehicles, closures due to rescue operations, and any other disruptions in transportation facilities due to public safety activity.

Other involved agencies will be contacted as needed for information sharing purposes.

2.   Level B agencies will include the local jurisdictions of the metropolitan area, local transit agencies, MARC rail service, Virginia Railway Express, AMTRAK, freight railroads, and perhaps private tour and inter-city bus operators.

3.   Any agency in Level A can initiate a conference call among Level A agencies. The initiator most likely would be the agency or jurisdiction most directly impacted by the incident or emergency.

4.   Secondary communications will occur between Level A and Level B agencies in their sector: MDOT with local Maryland agencies/jurisdictions, VDOT with local Virginia agencies/jurisdictions, and WMATA with local and other transit providers.

5.   In each situation, one of the Level A agencies will be designated as the central point of communication with the media and other real-time public information resources. This process will be coordinated and reconciled with protocols developed in R-ESF#14 and with the RICCS PIO concept.

6.   All Level A agencies will have a representative designated 24 hours a day, seven days a week to be available for such collaboration. Each agency's 24-hour, seven-day operations centers will be the primary point of contact.

C.   Notification

RICCS protocols can be followed to notify appropriate R-ESF#1 partners of a regional incident or a regional emergency requiring transportation support. R-ESF#1 supporting agencies can participate in conference calls with the affected jurisdictions and with federal agencies if necessary. If R-ESF#1 Partners become aware of a regional incident or a regional emergency from any source, involving transportation infrastructure they can utilize the RICCS. In addition to the RICCS protocols, R-ESF #1 can also use the following methods to share information during a regional incident or a regional emergency.

1. **Unilateral Messaging**

    In addition to the RICCS, members of the R-ESF #1 communicate with each other on a regular basis. They communicate on matters that may have specific interest to individual members or collective interest to a group of members as appropriate and necessary. The emphasis is on sharing information with each other regularly in order to keep all members informed. These exchanges of information may have transportation ramifications or may be general advisories on such matters as weather, heat, and drought issues. Normally, text messages, e-mail messages, telephone calls, and voice messages are the standard methods of communication currently being utilized for unilateral messaging.

2. **Conference Calling**

    When a representative of one of the Level A agencies wants to initiate a conference call in response to an incident or emergency, the initiator agency will first notify the other agencies through the RICCS, of the need to convene a conference call. This notification can occur by telephone, cellular phone, digital radio, cellular telephone, pager, e-mail, or other means if necessary through the RICCS. The notified agencies will be asked to join a conference call on a pre-arranged, permanently established Call To number at a specified time shortly after the notification through the RICCS.

    Each agency center will be responsible for maintaining a contact list for its personnel and for calling those people who may need to participate in a conference call initiated by a Level A agency.

    The conference call in most emergencies will include the participation of one or more key public safety agencies.

    Level A transportation operating agencies may also invite the participation of one or more other involved agencies that may be key to a given situation. A partial list of these potential other involved agencies includes the Metropolitan Washington Airports Authority (MWAA), Baltimore-Washington International Airport (BWI), a number of federal or military agencies such as OPM, the Secret Service, MDW, FEMA, or other entities to be identified.

    Any Level B entity may also be invited to participate in the Level A conference call if necessary in the situation.

A Level B agency may request of its associated Level A agency that a conference call be initiated. In such cases, the Level B agency or jurisdiction that is experiencing a primary impact of the incident or emergency would be a participant in the conference call with the Level A agencies.

3. Communications Technology

In addition to protocols established by R-ESF #2, the following communications tools will be used by R-ESF #1. The goal is to establish a process whereby critical conference calls between R-ESF #1 member organizations can take place either through landline or cellular networks even if the telephone system is experiencing overloads.

Conventional landline telephones will be the primary communications technology for the system. A permanent dial-in conference telephone number will be established. When one of the agencies wants to initiate a conference call, using the RICCS, that agency will notify the other Level A agencies, as well as any other agency to be included, via landline telephone (or by other means if necessary). Representatives of those agencies will then call into the conference line by landline or cellular telephone.

If available, priority telephone codes from landline and cellular telephone providers will be used.

If landlines are not available, digital radio cellular telephones will be used as primary backups.

E-mail will be used as a secondary backup method of communications.

Fax will be used as a tertiary backup method of communications.

D. Coordination

1. Initial Actions

The impacted agency should rely on its internal processes to respond initially, and as it may determine, through the RICCS, to convene a conference call with other affected agencies, and to maintain a lead role for coordination and communication.

2. **Continuing Actions**

   Regional support and impact on Level B agencies will depend on the
   severity and duration of the regional emergency.

3. **Stand Down**

   At the point where the regional emergency is no longer affecting more
   than one jurisdiction, a notification will be made through the RICCS and
   a stand-down debriefing conference call will take place.

4. **After Action Critique**

   Within two weeks of stand down of the regional emergency, information
   for an after action critique will be gathered by COG/TPB and the
   critique will be discussed at the next regularly scheduled meeting.

V.   Responsibilities

A.   **R-ESF #1 Participating and Supporting Agencies and Entities**

The following agencies and entities will participate in a response to a
regional incident or a regional emergency, or will participate in
preparedness planning for regional incidents or regional emergencies.
Participating agencies or entities will contribute Essential Elements of
Information (EEIs) to the RICCS based on the regional emergency:

1. **COG and Government Transportation Agencies**

   Metropolitan Washington Council of Governments (COG)—COG is
   the regional organization of Washington, D.C., area local governments.
   COG's members are the elected officials from 17 local governments in the
   National Capital Region, plus area delegation members from the Maryland
   and Virginia legislatures, the U.S. Senate, and the U.S. House of
   Representatives. COG provides a focus for action and develops sound
   regional responses to such issues as the environment, affordable housing,
   economic development, health and family concerns, human services,
   population growth, public safety, and transportation.

   Transportation Planning Board (TPB)—The TPB is the federally
   designated Metropolitan Planning Organization (MPO) for transportation
   for the region, composed of representatives of local governments, the
   District of Columbia, the departments of transportation of the states of
   Maryland and Virginia and the District of Columbia, the Washington
   Metropolitan Area Transit Authority plus area members of the Maryland

and Virginia legislatures. The TPB provides the regional forum for transportation planning, and transportation emergency preparedness coordination in support of the COG Board of Directors and the RECP.

United States Department of Transportation (USDOT)— USDOT is the oversight and administrative organization for the Federal Highway Administration (including units such as the District of Columbia, Maryland, Virginia, and Motor Carrier Safety Divisions), the Federal Transit Administration, the Federal Aviation Administration, and other federal transportation agencies. The USDOT may play national-level administrative and funding roles in emergency preparedness.

District of Columbia Department of Transportation (DDOT)— DDOT manages and maintains the majority of the roads, streets, bridges, traffic signals, and related transportation infrastructure within the District of Columbia. DDOT is responsible for the management and response to regional emergencies regarding streets and roadways in the District of Columbia.

Maryland Department of Transportation (MDOT)—MDOT is the administrative and oversight organization for five Maryland state-level transportation agencies: the Maryland State Highway Administration, the Mass Transit Administration, the Maryland Aviation Administration, the Maryland Port Administration, and the Maryland Motor Vehicle Administration. MDOT provides funding and coordinates emergency preparedness and response for its member agencies.

State Highway Administration (SHA)—SHA is responsible for a large number of the major highways and associated bridges, traffic signals, signage, and other infrastructure in the State of Maryland, including Frederick, Montgomery, and Prince George's counties and local jurisdictions in the Washington metropolitan area. (Note that some roadways within those counties are under county or local jurisdictional responsibility.) SHA operates the Coordinated Highways Action Response Team (CHART) and its traffic operations centers (TOCs) statewide, including its main hub the Statewide Operations Center (SOC) located in Hanover, Maryland, near BWI Airport. The CHART SOC and TOC staffs provide primary support for transportation emergency preparedness and response in Maryland.

Maryland Local Jurisdictions—The City of Bowie, the City of College Park, Montgomery County, the City of Gaithersburg, the City of Greenbelt, the City of Takoma Park, Prince George's County, the City of Rockville, and Frederick County are local government members of the TPB in Maryland. These local jurisdictions own and maintain a variety of local roadways and streets, and in some cases provide local transit

services. There are a number of small local jurisdictions within Frederick, Montgomery, and Prince George's counties that are not TPB members, but with which the counties may need to coordinate in emergencies.

Virginia Department of Transportation (VDOT)—VDOT is responsible for building, maintaining, and operating state roads, bridges, and tunnels. VDOT owns and operates most major and local streets and roadways in the counties of Fairfax, Loudoun, and Prince William in the Washington metropolitan area, as well as major highways in Arlington County and the cities and towns in Northern Virginia (See separate entry for Virginia local jurisdictions). VDOT operates the Smart Traffic Center (STC) and Smart Traffic Signal System (STSS) operations centers (located in Arlington, Virginia) that manage major roadways in Northern Virginia, as well as the traffic signal systems of the counties of Fairfax, Loudoun, and Prince William.

Virginia Local Jurisdictions—The City of Alexandria, Arlington County, the City of Fairfax, Fairfax County, the City of Falls Church, Loudoun County, the City of Manassas, and Prince William County are local government members of the TPB in Virginia. These local jurisdictions own and maintain a variety of local roadways and streets, and in some cases provide local transit services. There are a number of small local jurisdictions within the Northern Virginia region that are not TPB members, but with which major R-ESF #1 participating agencies may need to coordinate in emergencies.

National Park Service/United States Park Police (NPS/USPP)—The United States Park Police is a unit of the Department of the Interior, National Park Service, National Capital Region, with jurisdiction in all National Park Service areas and certain other federal/state lands. NPS owns and polices some major roadways in the Washington metropolitan area, including the Baltimore-Washington Parkway, the Clara Barton Parkway, Memorial Bridge, Rock Creek Parkway, the Suitland Parkway, and the George Washington Memorial Parkway, as well as major portions of Constitution Avenue, Independence Avenue, and other roadways in and around the National Mall in Washington.

2. **Transit Services**

   Nationwide

   o **Amtrak**—Amtrak trains provide service in more than 500 communities in 45 states throughout a 22,000-mile route system. In the Washington region it runs frequent service from Union Station in Washington, D.C., to New York via Baltimore and

Philadelphia. Amtrak owns and maintains the tracks on this northeast corridor, but uses freight rail tracks on all other routes. Amtrak runs less frequent service from Union Station towards Pittsburgh and Richmond. Union Station is the hub of the Amtrak system in the Washington region. Other Amtrak stations within the Washington metropolitan region include Alexandria, Woodbridge, and Quantico to the south, and New Carrollton and Rockville to the north, as well as points beyond the Washington metropolitan area.

Regionwide

o **Washington Metro Area Transit Authority (WMATA)—** WMATA operates the Metrorail transit system (subway) and much of bus network in the Washington metropolitan area. Metrorail includes five rail lines and 83 stations, including links to Union Station and Ronald Reagan Washington National Airport.

Maryland—Statewide

o **Maryland Transit Administration (MTA)—**MTA provides a network of transit and rail and freight services to customers throughout Maryland. MTA operates (or contracts to private providers who operate) commuter bus services that connect Washington-area employment areas to Baltimore, southern Maryland, and other areas outside metropolitan Washington. MTA also administers the MARC train service (see separate entry).

Maryland—Rail

o **MARC—**MARC Train Service is a commuter rail service that extends from Washington, D.C., northeast to Cecil County along the Northeast Corridor railroad owned by Amtrak (designated as the Penn Line), north to Baltimore on the CSX railroad (designated as the Camden Line), and northwest to Frederick County and West Virginia on another branch of the CSX railroad (designated as the Brunswick Line).

Maryland—Bus

The following agencies provide regular, scheduled bus transit services within their local jurisdictions, and may in some cases connect to nearby jurisdictions or transit systems:

> o Frederick County—TransIT Services of Frederick County

- o City of Laurel—Connect-a-Ride
- o Montgomery County—Ride On
- o Prince George's County—The BUS

Virginia—Statewide

- o **Virginia Department of Rail and Public Transportation (VDRPT)**—VDRPT undertakes funding and administrative activities regarding transit throughout the Commonwealth of Virginia.

Virginia—Rail

- o **Virginia Railway Express (VRE)**—VRE is a transportation partnership of the Northern Virginia Transportation Commission (NVTC) and the Potomac and Rappahannock Transportation Commission (PRTC). VRE provides commuter rail service from the Northern Virginia suburbs to Alexandria, Crystal City, and downtown Washington, D.C., including Union Station and L'Enfant Plaza Station in Washington. Origin jurisdictions include Stafford County, Prince William County, and Fairfax County and the cities of Fredericksburg, Manassas, and Manassas Park.

Virginia—Bus

The following agencies provide regular, scheduled bus transit service to their local jurisdictions, and may in some cases connect to nearby jurisdictions or transit systems, or provide longer distance commuter services:

- o Arlington County—ART—Arlington Transit
- o City of Alexandria—DASH
- o City of Fairfax—CUE Bus System
- o Fairfax County
     Fairfax Connector
     RIBS—Reston Internal Bus Service
- o Loudoun County—Loudoun County Commuter Bus
- o Prince William County, City of Manassas and City of Manassas Park—PRTC OmniRide and OmniLink (see separate entry for Potomac and Rappahannock Transportation Commission)

Northern Virginia Transportation Commission—The Northern Virginia Transportation Commission works as a planning and coordinating body for transportation in Northern Virginia and, with PRTC, owns the Virginia Railway Express.

Potomac and Rappahannock Transportation Commission (PRTC)—PRTC provides an express bus service (OmniRide) between eastern Prince William County and the Manassas area and Washington, DC, the Pentagon, Crystal City, Franconia/Springfield Metro, and West Falls Church Metro. PRTC also provides ride-matching services (OmniRide) for these areas as well (this service is part of the regional Commuter Connections program). Local bus service (OmniLink) is provided within eastern Prince William County and the Manassas area, too. PRTC co-owns the Virginia Railway Express with the Northern Virginia Transportation Commission (NVTC).

Commuter Transit Bus Companies—Commuter transit bus companies are either owned by public agencies or private contractors and generally service long-distance commutes with limited, express services. Contacts of these commuter transit bus companies will be made through the public agency or private contractor.

Public, Private and Commercial Bus Services—

- o Greyhound Bus service provides an extensive nationwide bus route network for passenger travel and provides services for business and group travel. Greyhound bus routes extend from a number of terminals in the Washington area to many areas of the northeast and across the country.
- o Other private transportation bus services such as airport/hotel limousines, charter bus services, and taxi companies serve the Washington metropolitan area, and may be contacted on an individual basis in relevant situations if needed.
- o School bus services are owned by public agencies as well as private contractors. Contacts in dealing with these buses will be done through the public agency or private contractor on an as-needed basis.

Commuter Connections—The Commuter Connections network at COG provides regional support and coordination to users and providers of alternative modes of transportation, notably carpooling, vanpooling, bicycling, transit, and telework (telecommuting). In

emergencies, as needed, Commuter Connections will exchange information as necessary with its affiliated local government and transportation management agency representatives to coordinate action and recommendations for the users and providers of alternative commute modes. Commuter Connections will also coordinate information in emergencies with transit providers on an as needed basis, supplementary to information coordinated by the transit providers themselves.

CSX Transportation, Inc.—CSX Transportation, Inc. operates 42,700 miles of track and serves every major population and industrial care center east of the Mississippi. CSX is based in Richmond, Virginia. CSX runs freight service from Baltimore through Washington to Northern Virginia and points south and west. Amtrak and Virginia Railway Express passenger services utilize portions of the CSX system.

Norfolk Southern—Norfolk Southern is a Virginia-based holding company with headquarters in Norfolk. It controls a major freight railroad, Northern Southern Railway Company, which runs a freight service from Baltimore through Washington to Northern Virginia and points south and west. Virginia Railway Express passenger services utilize portions of the Norfolk Southern system.

Trucking & Hauling Companies—Trucking and hauling companies may play an important role in an emergency situation and will be treated as the general public and contacted as needed.

3. **Airports**

Baltimore Washington International Airport (BWI)—BWI, located outside the geographic boundaries of the Washington metropolitan area near Linthicum, Maryland, serves many residents of the Washington metropolitan area for their air transportation needs. BWI is administered by the Maryland Department of Transportation/Maryland Aviation Administration.

Metropolitan Washington Airports Authority (MWAA)—MWAA owns and operates Ronald Reagan Washington National Airport (DCA) in Arlington and Washington Dulles International Airport (IAD) near Sterling, Virginia.

4. Private Sector

Greater Washington Board of Trade (GWBOT)—The Greater Washington Board of Trade is the region's private sector representative whose role is to involve the business community in the emergency planning process by sharing information and providing input on behalf of the region's private sector employers.

B. Essential Elements of Information

1. One of the primary purposes of the RECP is to facilitate the exchange of information among the signatory agencies during regional emergencies. R-ESF #5—Information and Planning is responsible for the exchange, analysis, reporting, and dissemination of regional information. R-ESF #5 contains detailed information about the process of information exchange and describes regional EEIs, which have been determined as the minimum essential information categories to satisfy coordination needs among the R-ESFs and with the RICCS.

2. From the perspective of R-ESF #1—Transportation, the participating agencies are responsible for providing the following essential elements of information to R-ESF #5 through the RICCS concerning incidents involving regional transportation functions, including:

> Location of the transportation incident;
> Expected duration of the incident;
> Jurisdictions involved;
> Description of significant disruptions in the transportation system in any jurisdiction that has the potential for regional impacts;
> Status of resources, personnel, equipment, and facilities impacted by the incident/threat of incident;
> Actual/potential (social, economic, political) impacts on the function and/or jurisdiction;
> Other R-ESFs potentially impacted;
> Overall resource shortfalls, response needs, and priorities;
> Relevant historical and demographic information;
> Short, medium, and long-term response and recovery plans; and
> Recommendations for emergency ingress/egress for responders.

VI. Preparedness Cycle

The Preparedness Cycle is a means of assuring a high level of readiness for the RECP through continuous improvement in the plans and procedures. The cycle begins with sound planning practices, followed by training of personnel who will be engaged in executing those plans. When personnel have been

trained, plans and procedures are tested through exercises or simulations designed to check planning assumptions against a range of scenarios. The performance of the respective organizations is evaluated as a means of refining the plans and the cycle repeats. COG is responsible for maintaining the Preparedness Cycle.

A. Planning

1. In support of the COG Board of Directors, COG/TPB is responsible for coordinating planning under R-ESF #1, including review and recommending revisions of R-ESF #1. All participating transportation agencies will contribute to the planning of R-ESF #1.

2. Planning will include a comprehensive assessment of current capabilities in the transportation sector and identification of unfunded regional transportation emergency response and coordination needs.

B. Training

There will be ongoing and scheduled training related to the RECP and R-ESF #1 responsibilities as directed by COG.

C. Exercises

In order for the RECP to be effective, a series of transportation simulations/exercises are conducted regularly both within the realm of R-ESF #1 as well as in a multifunctional environment combining R-ESFs of the RECP. The exercise series is composed of tabletop exercises, functional communications and coordination drills, and field exercises conducted by COG or other organizations.

D. Evaluation

In order to assure continuous improvement in the transportation function and in the RECP, the plans, policies, and procedures that support operational proficiency are evaluated through real-world experience and exercises.

E. Corrective Action

Lessons learned from exercises and real world experiences will be captured in a corrective action system and the issues tracked to ensure that they are resolved and incorporated into plan revisions as appropriate.

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